

**GOVERNMENT OF ANDHRA PRADESH**  
**ABSTRACT**

SAINIK BHAVAN – Department of Sainik Welfare - Rules and Regulations governing the occupancy of Sainik Aramghar Complex at Somajiguda, Hyderabad – Orders – Issued.

=====

HOME (GENERAL.C) DEPARTMENT

G.O.Ms.No.268

Dated:28-11-2013

Read the following:-

1. G.O.Ms.No.133, Home (General.B) Department, dated 07-06-2000.
2. From the Director, Sainik Welfare, Andhra Pradesh, Hyderabad  
Letter No.3351/SB/HYD/2013-B, dated 12-09-2013.

\$\$\$

In the G.O. 1<sup>st</sup> read above, orders were issued revising standing orders regarding rules and regulations governing the management of District Sainik Bhavans in Andhra Pradesh. In the letter 2<sup>nd</sup> read above, the Director, Sainik Welfare, Andhra Pradesh, Hyderabad has furnished draft bye-laws governing the occupancy of Sainik Aramghar Complex at Somajiguda, Hyderabad which was inaugurated by the Hon'ble Chief Minister of Andhra Pradesh on 15<sup>th</sup> August, 2013 and requested the Government for issue of necessary orders.

2. Government after careful examination of the matter hereby accept the proposals of the Director, Sainik Welfare, Andhra Pradesh, Hyderabad and accordingly hereby issue rules and regulations governing the occupancy of Sainik Aramghar Complex at Somajiguda, Hyderabad as indicated in the Annexure to this Government Order.

3. The Director, Sainik Welfare, Andhra Pradesh, Hyderabad is requested to adhere to the said rules and regulations strictly.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

T.P.DAS  
PRINCIPAL SECRETARY TO GOVERNMENT

To  
The Director, Sainik Welfare,  
Andhra Pradesh, Hyderabad.

**Copy to:-**

The Accountant General, A.P., Hyderabad.  
The Pay and Accounts Office, Hyderabad.  
Sf/Sc.

//FORWARDED :: BY ORDER//

SECTION OFFICER

(P.T.O. for annexure)

**BYE-LAWS GOVERNING THE OCCUPANCY OF SAINIK ARAMGHAR COMPLEX,  
SOMAJIGUDA, HYDERABAD**

**I. AIMS AND OBJECTIVES OF THE SAINIK ARAMGHAR COMPLEX,  
SOMAJIGUDA, HYDERABAD**

- (a) To serve as a centre for rest of Ex-servicemen / Women and Serving personnel in general.
- (b) To promote a spirit of goodwill and to foster the bond of brotherhood among ex-servicemen and serving personnel of the Defence Services.
- (c) To provide lodging for Ex-servicemen / serving personnel and their Families.
- (d) To provide accommodation for the Directorate, Zilla Sainik Welfare Offices Hyderabad and Rangareddy Districts on rent fixed as per R&B guidelines.
- (e) As per the Minutes of the XXIV Meeting of State Managing Committee (SMC) held on 26-11-2007 Chaired by Hon'ble Governor, it was resolved to rent out one to two floors to IT companies to generate funds for the maintenance of Sainik Aramghar Complex, Somajiguda for providing various amenities to the ex-servicemen and widows. Further not to cause any financial burden to the State Government / Kendriya Sainik Board. As such, the Ground Floor and First Floor of the Sainik Aramghar Complex can be given on lease / rent to Union Government Undertakings, State Government Undertaking, Banks, Corporate Offices for generating funds for upkeep and maintenance of Sainik Aramghar Complex, Hyderabad. The building will be let out to highest tender bidder (Rs.25/- per Square Feet (Sft) is minimum bidding).

**II. MAINTENANCE:**

- (a) Sainik Aramghar Complex, Hyderabad needs large amount of funds for extensive maintenance & upkeep, security and providing best services to the boarders. The Secretary, Kendriya Sainik Board, Government of India, Ministry of Defence has informed that no funds shall be released for maintenance of Sainik Aramghar Complex, Hyderabad. As such, Sainik Aramghar Complex, Hyderabad has been designed and constructed on self sustaining basis as per the policy of Kendriya Sainik Board, Government of India, Ministry of Defence, New Delhi vide their Lr.No.1826/SRH/AP/KSB/D, Dated.11-2-2004. Security of the building assumes significance as it is located in the highly populated area. It may not be feasible for the State Government also to allot funds to maintenance of Sainik Aramghar Complex, Hyderabad.
- (b) The Second Floor of the Sainik Aramghar Complex, Hyderabad will be rented out to the Office of the Director, Sainik Welfare, Zilla Sainik Welfare Officer, Hyderabad and Rangareddy Districts on rental basis as explained in G.O.Ms.No.133, Home (Genl.B) Department, dated 07-06-2000. The rent as fixed by the concerned R & B Authorities will be charged from the Director, Sainik Welfare & Zilla Sainik Welfare Offices, Rangareddy and Hyderabad from the funds allotted in the Budget by the Government under "Rents" detailed head. The amount so charged will be sent to the Director, Sainik Welfare, Hyderabad.

### III. MANAGEMENT

- (a) The Sainik Aramghar Complex, Hyderabad shall be managed by the Director, Sainik Welfare, Hyderabad who shall be assisted by Assistant Accounts Officer and contractual staff outsourcing employed for maintenance of Sainik Aramghar Complex, Hyderabad.
- (b) The day to day management involved in running Sainik Aramghar Complex, Hyderabad shall be carried out as per orders of Director, Sainik Welfare, Hyderabad in conformity to the rules in force.
- (c) The Sainik Aramghar Complex, Hyderabad will provide dormitory facilities to the Ex-servicemen & their families, Serving Defence services personnel & their families, Government officials of Union Government and State Government by levying the lodging charges as fixed by the Director, Sainik Welfare, Hyderabad from time to time. The Funds so derived will be utilized for the maintenance of the Sainik Aramghar Complex, Hyderabad.
- (d) The Accounts will be operated by the Special Fund Section of the Directorate under the supervision of Assistant Accounts Officer.
- (e) Monthly statement of Receipts and Charges (Income and expenditure) together with Bills / Vouchers in Original duly attested by Asst. Accounts Officer should be submitted in the prescribed proforma to the Director, Sainik Welfare by 10<sup>th</sup> of the following month along with a brief note on the activities of the Sainik Aramghar Complex, Hyderabad.

### IV. USE OF SAINIK ARAMGHAR COMPLEX :

- (a) The Director, Sainik Welfare, Hyderabad will be authorized to allow or to refuse anyone to stay in the Sainik Aramghar Complex, Hyderabad without assigning any reasons whatsoever and his decision is final.
- (b) Boarders should take care of their own articles / valuables if any and the officials of the Sainik Aramghar Complex, Hyderabad cannot be held responsible in case of loss, theft etc.,
- (c) Loss or damage of articles by the Boarders which belong to the Sainik Aramghar Complex, Hyderabad should be made good by those responsible for the loss or damage.
- (d) Betting, gambling of any kind, consumption of alcoholic drinks, narcotics etc., within the premises of Sainik Aramghar Complex, Hyderabad is strictly prohibited.
- (e) The Sainik Aramghar Complex, Hyderabad will not be utilized for any meetings / activities by any Ex-servicemen Associations or organizations.

### V) LODGING AND RENTING:

- (a) PURPOSE. Based on the availability of accommodation, lodging facilities shall be extended only to Ex-servicemen & their families / Serving personnel of the Defence Services & their families (on leave or on official duty), Government Officials of Union Government and State Government who visit Hyderabad for resolving grievances with any Government or semi Government or private organizations, on Government duty or for seeking information from any offices, personal matters i.e., interviews, medical treatment or visiting twin cities on tour etc.

- (b) DURATION. They shall be permitted to lodge for a period not exceeding (7) seven days, at a time. If they want to stay for more than seven days, prior permission of the Director, Sainik Welfare, Hyderabad should be obtained and the rate of rent will be 50% more than the normal rent per day. Local Ex-servicemen who are employed in the same station are prohibited from availing the facilities of lodging. Non Local Ex-servicemen who are posted / re-employed in the Town / City will be permitted to stay for a maximum period of -15- days.
- (c) PRIORITY OF ALLOTMENT OF ACCOMMODATION
- (i) Priority I. War widows
  - (ii) Priority II. Disabled ESM (Battle casualties)
  - (iii) Priority III. Ex-Servicemen and their families.
  - (iv) Priority IV. Serving Defence Services Personnel & their families.
  - (v) Priority V. Employees of Department of Sainik Welfare.
  - (vi) Priority VI. Central and State Government Officials on duty.
  - (vii) Priority VII Retired Central and State Government Officials.
- (d) RENT The rate of the rent for lodging for the accommodation in Sainik Aramghar Complex, Hyderabad shall be charged and payable in advance for the intended period of stay as follows :-

Sl.No	Category of persons	Type of rooms	Rate of rent (in Rs.)
1	Ex-Service Officers/ Serving Officers /JCOs	AC	400/- per day
2	Ex- Serving JCOs	Non-AC	200/- per day
3	Ex-Other Ranks/ Serving Other Ranks / Additional member of Ex-Officer/ Serving Officer / Ex-JCO/ Serving JCO	Dormitory	100/- per day
4	Central/State Government Gazetted Officer on Government duty other than locals	AC	600/- per day
5	Central/State Government Non-Gazetted Officer on Government duty other than locals / Retired Government Gazetted Officer other than locals	Non-AC	400/- per day
6	Retired Government Non-Gazetted Officers other than locals	Dormitory	150/- per day
7	Additional Member of the Retired Gazetted / Non-Gazetted Officer when accompanied		Rs.100/- per day
8	Widow of Officer / JCO / Other Rank (Services/Central or State Government or Retired Officers)	Non-AC	Rs.200/- per day
9	War widows	Non-AC	<b>Free of Cost</b>
10	Children of War widows/ Disabled ESM(Battle Casualties)	Non-AC Dormitory	Rs.200/- per day Rs.100/- per day

**Note:** Employees of Department of Sainik Welfare from Districts who visit Directorate on official duty shall pay nominal rent @ 50% of the cost prescribed.

- (e) OTHER FUNCTIONS: The Director, Sainik Welfare, Hyderabad shall rent out the terrace / open space behind the Sainik Aramghar Complex, Somajiguda, Hyderabad for hosting marriage functions, birthday functions or any other functions to the above categories mentioned at para 5(d) at the following rates excluding Electricity charges. A separate meter shall be provided recording consumption of electricity charges and shall be billed as per the prevailing electricity tariff fixed by the Government :-

(i)	Ex-Servicemen Officers	-	For 1 day Rs.5,000/-
(ii)	Ex-Servicemen JCOs	-	For 1 day Rs.4,500/-
(iii)	Ex-Service Other Ranks	-	For 1 day Rs.3,500/-
(iv)	Serving Personnel	-	For 1 day Rs.5,000/-
(v)	Central and State Government Gazetted Officers Serving/Retired	-	For 1 day Rs.5,000/-
(vi)	War Widows	-	For 1 day Rs.2,000/-
(vii)	Battle Causality (both ESM & Serving and Civilian employees Of Central and State Governments)/ Disabled on duties.	-	For 1 day Rs.2,000/-

- (f) REVISION OF RENT: The Director, Sainik Welfare, Hyderabad is permitted to revise rent of Sainik Aramghar Complex, Somajiguda, Hyderabad from time to time considering rents charged by Defence & Central Government establishments, State Government Guest Houses and A.P Tourism Department.

- (g) WORKING HOURS: For all purposes, Sainik Aramghar Complex, Somajiguda, Hyderabad will be kept open on all days.

- (h) RECREATION: The Director, Sainik Welfare, Hyderabad is empowered to subscribe the following newspapers to Sainik Aramghar Complex, Somajiguda, Hyderabad :-

- 1) Daily (1 English and 1 Telugu newspaper)
- 2) Sainik Samachar
- 3) India Today/Front Line/Outlook
- 4) Business World
- 5) Woman's Era
- 6) Any Film magazine (English)
- 7) Souvenir, employment news, brochures
- 8) Television will be set up in dormitory in each room.

- VI. SECURITY OF VALUABLES: The boarders themselves are responsible for safety of any of their valuables and other personal belongings. For any loss or theft of any valuables within the premises of Sainik Aramghar Complex, Hyderabad, the boarders himself shall take action to report the matter to police.

- VII. ACCIDENTS: Sainik Aramghar Complex, Hyderabad shall not be responsible for any accident suffered by any boarders in its premises. First Aid Box will be made available at the reception. Fire extinguishers will be provided in all the floors in Sainik Aramghar Complex Hyderabad.

VIII. MAKING GOOD ANY LOSS CAUSED TO SAINIK ARAMGHAR COMPLEX, HYDERABAD: If any loss is noticed which has been caused by action of the boarders, the same shall be made good before the boarders check out of Sainik Aramghar Complex, Hyderabad.

IX. LIGHTNING PROTECTION: Director, Sainik Welfare, Hyderabad shall take measures for lightning protection of Sainik Aramghar Complex, Hyderabad.

X. REGISTERS:

The following Registers shall be maintained by the Sainik Bhavan, Hyderabad:-

- (a) Visitors Book: With columns for date of visit, names and address of visitors and remarks.
- (b) Register of Lodgers: By dates mentioning Rank, Regimental Number, Corps and Units, Address, & Mobile No. date and hour of arrival date and hour of departure, period of stay, total amount of rent paid, signature of the lodger, date of credit in the Cash Book, Machine numbered Receipt and date of issue, signature of care-taker and Administrative Officer.
- (c) Cash book: shall be balanced daily and closed monthly with certificate of physical verification of cash by Administrative Officer and countersigned by Assistant Accounts Officer.
- (d) Register of stock of furniture, with book value, date and source of supply.
- (e) Register of books, newspapers and periodicals subscribed for.
- (f) Despatch register.

XI. STAFF:

- a) The Director, Sainik Welfare, Hyderabad can employ the following staff preferably Ex-servicemen with good character as per rates fixed by the Government for outsourcing. In case Ex-servicemen are not available, civilians may be appointed.

Sl. No.	Name of the post	No. of posts	Qualification of the post
1)	Administrative Officer  Rs.15,000/-per month Consolidated salary	01	One ESM not below the rank of JCO and its equivalent rank in Air Force & Navy. He is responsible for overall maintenance and supervision of Sainik Aramghar Complex, Hyderabad
2)	Supervisor  Consolidated salary of Rs.11,500/- per month (DTPO) As per G.O.Ms.No.3 dt.12-01-2011	01	Preferably Ex-serviceman of the rank Subedar/Nb sub and its equivalent rank in Air Force and Navy. He is responsible for maintenance of various registers, Accounts rosters of Security Guards etc.

3)	Store Keeper / Receptionist  Consolidated salary of Rs.9,500/-  (DTPO) As per G.O.Ms.No.3 dt.12-01-2011	03	Preferably Ex-serviceman of the rank below Hav and its equivalent rank in Air Force and Navy who has working knowledge of Ms-Office & other office correspondence.
4)	Attendant Consolidated Rs. 6,700/- pm	04	Preferably Ex-serviceman or widows of ESM
5)	Housekeeping staff	Outsourcing	Tender basis
6)	Gardener	Outsourcing	Tender basis
7)	Security Guard Rs. 20,544/- as per DGR salary	04	Preferably ESM as per DGR wage structure.
8)	Any Additional Staff		Depending upon requirement, the Director, Sainik Welfare, Hyderabad can employ additional staff subject to availability of funds generated by Sainik Aramghar Complex, Hyderabad.

- (a) The salary of above staff will be paid from the funds available with the Director, Sainik Welfare i.e., income generated from rents received from Sainik Aramghar, Somajiguda and no funds will be made available from any other sources..
- (b) All the Staff will function as per the directions of Assistant Accounts Officer, Directorate of Sainik Welfare, Hyderabad.
- (c) All staff employed are on contractual basis for 12 months and the period can be extended subject to satisfactory performance.
- (d) The services of any staff member employed on contract basis can be terminated by the Director, Sainik Welfare, Hyderabad without giving any reasons.
- (e) Committee comprising of Director, Sainik Welfare, Hyderabad, Assistant Director, Placement Officer and Assistant Accounts Officer shall select the staff on contract basis.

## XII. EXPENDITURE:

- (a) Day to Day Maintenance: Director, Sainik Welfare, Hyderabad shall incur expenditure for day to day maintenance of Sainik Aramghar Complex, Hyderabad so that it is habitable at all times.
- (b) Periodical Maintenance: Director, Sainik Welfare, Hyderabad shall incur expenditure on periodical basis such as white wash or colour wash, replacement of any furniture, repairs of minor cracks, painting, anti termite treatment, replacement of damaged water pipe line or sewage lines, replacement of damaged or unhygienic water closets, wash basins etc.
- (c) Repairs: Director, Sainik Welfare, Hyderabad is authorized to incur expenditure to safe guard the Sainik Aramghar Complex, Hyderabad which may require repairs. A committee consists of Director Sainik Welfare, Assistant Accounts Officer will submit proposal to any Government agency like R&B Department, AP Police Housing Corporation for approval for undertaking major repairs over and above Rs.5 Lakhs.

- (d) Additional Alterations: Director, Sainik Welfare, Hyderabad is permitted to undertake additional alterations to Sainik Aramghar Complex, Hyderabad within GHMC laid down specifications in order to generate more accommodation for ESM and for any other purpose to augment income to the Sainik Aramghar Complex, Hyderabad.
- (e) Payment of Statutory Duties: Director, Sainik Welfare, Hyderabad shall ensure to pay all statutory dues such as water, electricity and sewage charges in time. The Services of GHMC for collection and disposal of garbage from premises of Sainik Aramghar Complex, Hyderabad on payment shall be organized.
- (f) Insurance: Director, Sainik Welfare, Hyderabad is authorized to pay for any insurance cover for the safety of property in the Sainik Aramghar Complex, Hyderabad. Insurance policy shall be taken from Nationalized Insurance companies.
- (g) Funds for maintenance required for maintenance mentioned above shall be incurred by generation of income from Sainik Bhavan.
- (h) Investment of corpus: The Director, Sainik Welfare, Hyderabad is competent to invest 50% amount of rents received from the Sainik Aramghar Complex, Hyderabad as fixed deposits in any of the nationalized banks which offers highest rate of interest.

#### XIII. ACCOUNTS

- a) A separate savings account should be opened in the name of Director, Sainik Welfare to carry out day to day transactions.
- b) Joint Signature of Director Sainik Welfare & Assistant Accounts Officer will be on cheque to carry out day to day expenditure.

#### XIV. AUDIT:

The accounts of the Special Fund should be got audited annually by Chartered Accountant & by the Accountant General, AP, Hyderabad.

#### XV. ANNUAL REPORT :

Annual report on the functioning of the Sainik Aramghar Complex, Hyderabad shall be maintained and placed before the Government (Home Department).

T.P.DAS  
PRINCIPAL SECRETARY TO GOVERNMENT

//FORWARDED :: BY ORDER//

SECTION OFFICER